



STATE OF NEW JERSEY

**FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION**

In the Matter of Diana Bauer,
Executive Secretarial Assistant
(PS8865H), Department of Health

Examination Appeal

CSC Docket No. 2020-15

ISSUED: AUGUST 16, 2019 (SLK)

Diana Bauer appeals the determination of the Division of Agency Services (Agency Services) that she did not meet the experience requirements for the promotional examination for Executive Secretarial Assistant (PS8865H), Department of Health.

The examination at issue was announced with specific requirements that had to be met as of the December 21, 2018 closing date. The experience requirements were six years of experience in secretarial and administrative clerical work. The appellant was the only applicant and the examination was canceled due to a lack of qualified candidates.

On her application, the appellant indicated that she possesses a Bachelor's degree. Additionally, she indicated that she was an Administrative Assistant 3 from August 2015 to the December 21, 2018 closing date, a Secretarial Assistant 3 from January 2015 to August 2015, a Principal Clerk Typist from December 2012 to January 2015, and a Senior Clerk Typist from January 2005 to December 2012. Personnel records indicate that she was provisionally serving in the subject title from September 2018 to the closing date, an Administrative Assistant 3 from August 2015 to September 2018, a Secretarial Assistant 3 from January 2015 to August 2015, a Principal Clerk Typist from December 2012 to January 2015, and a Senior Clerk Typist from January 2005 to December 2012. Agency Services did not credit the appellant with any applicable experience.

On appeal, the appellant explains how she performed both secretarial and administrative clerical duties since 2012 as either an Administrative Assistant 3, a Secretarial Assistant 3, or a Principal Clerk Typist. Additionally, she submits her college transcripts to show that she possesses an Associate's degree in Education and a Bachelor's degree in Sociology. Further, the appellant submits letters from her superiors to confirm that she performed the required duties as an Administrative Assistant 3.

CONCLUSION

In this matter, the appellant's supervisors have confirmed that she has been successfully performing the required duties since August 2015 as an Administrative Assistant 3. Further, a review of the appellant's application and appeal indicates that she has performed secretarial and/or clerical duties since 2005 while serving in various clerical titles. Additionally, it cannot be ignored that the appellant has earned a Bachelor's degree, which provides her the background to successfully perform administrative clerical duties, which are more complex than standard clerical duties and involve the frequent exercise of independent judgment. Moreover, she has accrued an additional six months of experience since the closing date. Finally, the list was cancelled due to a lack of qualified candidates. Therefore, the Civil Service Commission finds good cause under *N.J.A.C.* 4A:1-1.2(c) to relax the provisions of *N.J.A.C.* 4A:4-2.6(a) which provides that all requirements for promotional examinations must be met by the closing date, for eligibility purposes only, and admit the appellant to the subject examination.

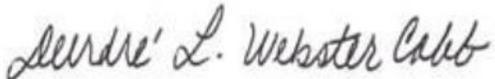
This determination is limited to the instant matter and does not provide precedent in any other matter.

ORDER

Therefore, it is ordered that the appeal be granted, and Diana Bauer's application be processed for prospective employment opportunities only.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

DECISION RENDERED BY THE
CIVIL SERVICE COMMISSION ON
THE 14th DAY OF AUGUST, 2019



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